**TOR – BID Coordinator**

(Sample)

*A BID Coordinator is a staff member who is identified from within the operation (Branch Office or Sub-office) or the Regional Office to carry out the responsibilities of overseeing the setting-up, operationalisation, ensuring consistency, and supporting the implementation of BID process in more than one location (offices within a country operation or several countries within the region). The BID Coordinator is designated by the most senior protection officer in the operation (in case of in-country Coordinator), or the most senior regional protection officer or child protection advisor, to whom he/she will report to.*

*Responsibilities:*

*In addition to the TORs assigned to the BID Supervisor, a BID Coordinator will have the following additional responsibilities, depending on the operational context:*

* Assess the child protection situation within the area of responsibility and advise senior managers on the need for and process of establishing BID process.
* Lead or guide the roll-out of Best Interests Procedures across multiple offices or across a region. This includes, advising the BID Supervisor on the identification of BID Reviewing Officers, Case Supervisor and Caseworkers, including adapting and introducing the TORs for these functions,
* Advise BID Supervisors at the operational level (Branch Office, Sub Office or Field Office) on complex cases;
* Act as a link between offices on information sharing, case follow-ups, and implementation of BID decisions. This can include cross-border linkages between offices;
* Support the BID Supervisors in organizing and conducting training/refresher training for actors engaged in the BID process;
* Promote and supervise[[1]](#footnote-1) the implementation of the Best Interests Procedure as a child protection tool for all children at risk, and work to incorporate the Best Interests Procedure and the BID process in the overall child protection strategy;
* In the contexts where a single national BID Panel is established, the BID Coordinator will:
  + Liaise with BID Supervisors on BID Reports to be submitted to the Panel, and compile and submit the reports to the Panel,
  + Convene BID Panel meetings, and chair or support the chairing of the meetings;
  + Ensure that the BID process is properly documented, instructions for implement the decisions are appropriately circulated, and monitor the follow-up to the BID decision;
  + Review and reopen BID decisions as necessary *(refer to the circumstances listed in the BID Guidelines, Chapter 5.7)*;
  + Advise senior management on the need for simplified decision-making procedures as appropriate, and lead their implementation *(refer to Chapter 5.6 of the BID Guidelines);*
* Interface with the national child protection system at the national level. This includes:
  + Advocating for, and supporting the involvement of competent local and national authorities,
  + In collaboration with the BID Supervisors, developing a plan for strengthening integration of the BID process with national procedures; and
* Periodic review of the implementation of BID Procedure to ensure consistency and quality.

*Requirement:*

* Depending on the context, the BID Coordinator will be a UNHCR staff member at the Sub-office, Branch office or Regional office At the Sub- or Field- office levels a BID Coordinator can also be a staff of partner organisation;
* The selected staff member will have a strong background in protection, including child protection or child welfare/social work expertise;
* Very good knowledge of the best interests procedure (case management);
* Proven skills in coordinating programmes, leading and chairing meetings, and liaison between offices/operations;
* Background in organising and facilitating training

1. Depending on the operational context supervising the implementation of the BIP may be carried out by the BID Supervisor or the BID Reviewing Officer. [↑](#footnote-ref-1)